

**CONTRA COSTA COUNTY
PUBLIC WORKS DEPARTMENT
ENGINEERING SERVICES DIVISION
255 Glacier Drive
Martinez, CA 94553**

GENERAL INFORMATION

Improvement Plan Submittal

Following approval of the tentative map or development permit, the developer shall prepare and submit to the Public Works Department construction plans for the improvements required by the Ordinance code and the conditions of approval.

The plans shall be prepared under the direction of a registered civil engineer and shall show the complete plans, profiles and details for all street work, drainage channels and structures, retaining walls or other improvements to support cut slopes and embankments, bridges, the location of underground utilities which may control the location and elevation of storm drains and culverts, the location of fire hydrants, street monuments, curbs, gutters, and sidewalks, fences, if required, gates, driveways, if constructed in conjunction with the improvements, structures and drainage facilities to control slides, location of street lights, sanitary sewers and other improvements which may be required to complete the work. If the plans include three or more sheets, a key map showing the streets, lots, street names, storm drains, the area covered by each sheet of the plans, and a list showing the sheet numbers of the plans and their contents shall be included on the first sheet of the plans.

The plans and profiles shall be submitted on uniform size sheets, twenty-four inches by thirty-six inches overall dimensions. A one and one-half inch border shall be provided along the twenty-four inch dimension on the left-hand side of the sheet, and a one-half inch border on the other three sides. The sheets shall be provided with a suitable title block in the lower right-hand corner. The scales for various portions of the drawings and the north arrow, where applicable, shall be shown on all sheets. Reference may be made to county standard details in lieu of duplicating the drawings thereon. The quality of the drawings shall be such that high contrast microfilm reproductions may be made from them. All printing or lettering on the improvement plans shall be of one-eighth inch minimum height and of such shape and weight as to be readily legible on prints and microfilm reproductions. Minimum pen size shall be "O".

A complete submittal of improvement plans includes the following:

- Four (4) sets of improvement plans
- Hydrology Map (must be to scale)
- Hydraulic and hydrologic calculations justifying the proposed drainage system
- Preliminary bond estimate
- Completed improvement plan review check list signed by the engineer
- Plan review fees; calculated as a percentage of the preliminary bond estimate; pursuant to the current Fee Schedule
- Annotated Conditions of Approval
- Structural calculations signed by registered engineer for any non-County standard structure
- Community Development Department compliance check fee \$500 for minor subdivision, land use or development permits and \$1000 for subdivisions.
- Stormwater Management Plan
- Signed Cost and Time notification form.

Incomplete submittals will be returned unprocessed.

Should you have any questions regarding the submittal of improvement plans, please contact Jocelyn LaRocque at (925) 313-2315.